



MEETING NOTES

Present: Mike Bush (Co-Chair), Della Newlow (Co-Chair), Bob Sube, Cesar Romero, Chris Renbarger, Darlene Inda, Deanna McFadden, Deborah Tyson, Everardo Rivera, Gaylene McPherson, Jessica Martinez, Kari Tudman, Leo Orange, Mike Alexander, Mike Ketaily, Rainer Mack, Shannon Newby

Absent: Alex Lynch, Daniel Goicoechea, Jacquelyn Ta, Kevin Hughes, Robert Cabral

Proxies: Luis Gonzalez for R. Cabral

Guests:

Meeting Date: **03/12/2019**

Review of Action Notes: **02/12/19**

Recorded By: **Amparo Medina**

AN = Action Needed

AT = Action Taken

D = Discussion

I = Information Only

The meeting called to order at **2:01 p.m.**

	TOPIC		DISCUSSION	ACTION NEEDED	ACCJC STANDARD
I.	Welcome / Call to Order		The meeting was called to order at 2:01 p.m.		
II.	Adoption of the Agenda	AT	E. Rivera moved to adopt the agenda. C. Renbarger seconded the motion. The motion carried unanimously.		
III.	Public Comments		There were no public comments		

IV.	Review of Meeting Minutes and Action Items	I	The Committee reviewed the minutes of the 02/12/19 meetings.		
		AT	R. Mack moved to approve the 02/12/19 minutes. M. Alexander seconded, and the motion carried unanimously.		
V.	New Business	I, D	<p>United Way Vita Tax Assistance – E. Rivera</p> <p>Tax & Prep Servicing – would be open to students, classified community members who qualify under income requirements.</p> <p>Would like to have tax & prep service available for students with no fees as Susan Englund advised she was to be charged \$200 to have service offered on campus.</p> <p>Civic Center Policy & Procedures – D. Inda</p> <p>Does not have a request for United Way nor a request from Susan Englund to have Vita Tax Assistance on campus. Would like to know who was contacted as she has not record. E. Rivera will provide information to D. Inda</p> <p>We previously sponsored event under Dr. Duran.</p> <p>Civic Center Application passed out to committee members</p> <p>Outside vendors need to complete and submit for review by D. Inda. If sponsorship is requested, applicant will be asked to write a letter to Dr. Azari for review. Require 2 week advance notice for all reservations. If sponsorship is not requested then fees will be provided based on non-profit or private status.</p> <p>M. Bush – hard to wave insurance. District requirement. VCCCD needs to be listed as additional insured.</p> <p>Also difficult to schedule campus police at the last minute. Contract requires 2 weeks’ notice when scheduling.</p>		III.B-D

			<p>M. Bush discussed United Way with Dr. Azari and she would like to know why they aren't stronger on our campus. In need of liaison between campus and organization. 13 minutes</p> <p>Additional issue to consider in planning event for next year. Farmworker community works on Saturdays. Would need to offer service on Sunday while farmer's market is occurring.</p>		
		AT	<p>Motion made by E. Rivera – Recommendation made that moving forward, every tax year, we waive fees for VITA via United Way for tax purposes.</p> <p>L. Orange seconded the motion, and the motion passed unanimously.</p>	(AT) Fees will be waived for VITA Tax Service (on an ongoing basis)	
VI.	Old Business	I, D	<p>Student Concerns – J. Martinez</p> <ul style="list-style-type: none"> Staff are parking in the six student parking spots. M. Bush explained parking restrictions/assignment. Spots student is referring to are open spots and anyone can park there. C. Romero – survey completed that compares staff designated parking spots versus open spots. M. Bush requested copy be brought to next meeting. <p>Facility & Safety Issues</p> <ul style="list-style-type: none"> Issues came up regarding facilities. D. Newlow was asked questions regarding Spring/Summer 2019 Proposed Projects. Impression was that CUDS approved however list was shared decision by Dr. Azari and President's Cabinet in consultation with B Sube. Some of the items are old projects that are finally getting done. Some are health & safety concerns which take priority. <ul style="list-style-type: none"> Painting of LS Building Corridor A - Scheduled maintenance from over 2 years ago. B. Sube – Every year M&O has to do a 5 year projection of scheduled maintenance projects. Number of buildings that have been chosen to be painted and either weren't funded by 	(AN) C. Romero will bring parking lot survey to next meeting for review	II.C III.B

	<p>the state and just carry on. Attempt to get items completed as they can.</p> <ul style="list-style-type: none"> ○ List is not complete list of everything put forward. These are items they plan to get done by summer. Other items not yet on this list will be moved forward. Some items are pending funding. ● S. Newby – During the last power outage, it was dark when walking across campus. Per B. Sube we have not emergency outdoor lighting. Will be looked into. ● R. Mack - After an event at the PAB, noticed 2 of 4 big posters are empty. Process to have all 4 replaced? M. Bush - We previously had a marketing specialist working on it. Suggested meeting with Dr. Azari, M. Bush & J. Vargas. ● C. Romero – a couple of days ago, stranger on campus selling fake paintball tickets. Instructors allowed person to come into class to do a presentation. D. Newlow asked C. Romero to come speak at Academic Senate regarding concerns. L. Gonzalez suggested an email go out with ASG approved events. M. Bush advised ASG sponsored events are emailed out weekly by D. Inda with Civic Center events. ● E. Rivera – CUDS used to have standing item for police report. Would like to have it added back onto agenda. Committee agreed unanimously. Will be added starting with next month’s agenda. ● Discussion regarding use of emergency tag use and phone lines. D. Newlow has concerns regarding no phone for emergency purposes in SS-114 (lab in Student Services Building). M. Bush requested M. Alexander review options for classroom. 	<p>(AN) B. Sube will review options for emergency outdoor lighting</p> <p>(AN) Meeting with R. Mack, M. Bush, Dr. Azari & J. Vargas to discuss options.</p> <p>(AN) C. Romero to speak to Academic Senate regarding safety concerns.</p> <p>(AN) Add “Police Report” as a standing item to future CUDS Agendas</p> <p>(AN) M. Alexander to review phone line options in SS-114</p>	
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VII.	Follow-up Items for Next Meeting	I	Add "Police Report" as standing item to agenda		

VIII.	Future Meeting Dates	I	The remaining CUDS dates for 2018-2019 are as follows: <ul style="list-style-type: none"> ○ April 9, 2019 ○ May 14, 2019 		
IX.	Adjournment		The meeting adjourned at 3:15p.m.		

Handouts: Civic Center Application